

1 Education Cabinet  
2 Kentucky Board of Education  
3 Department of Education  
4 (Amendment)

5 **704 KAR 3:325. Effective Instructional Leadership Act.**

6 RELATES TO: KRS 156.101

7 STATUTORY AUTHORITY: KRS 156.029(7), 156.070, 156.101

8 NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.029(7) requires the Board  
9 of Education to develop policies and to promulgate administrative regulations by which  
10 the Department of Education shall be governed. KRS 156.070 authorizes the Board of  
11 Education to promulgate administrative regulations necessary for the efficient  
12 management, control, and operation of the schools and programs under its jurisdiction.  
13 KRS 156.101 requires the Kentucky Board of Education to establish specific criteria for  
14 implementing a statewide instructional leader improvement program for employees of the  
15 public schools holding valid certificates and performing responsibilities in a position for  
16 which administration certification is required by the Education Professional Standards  
17 Board pursuant to 704 KAR Chapter 20. This administrative regulation establishes  
18 criteria for the program.

19 Section 1. Definitions. (1) "Conference" means a scheduled professional training  
20 opportunity, sponsored by a state, ~~or~~ national educational organization, or a training

1 provider, at which a variety of instructional leadership topics are available for participant  
2 attendance.

3 (2) "Cycle" means a twenty-four (24) month period beginning with July 1 of even-  
4 numbered years and ending June 30 of even-numbered years.

5 (3) "School year" means a twelve (12) month period beginning July 1 and ending June  
6 30.

7 (4) "Training provider" means an established educational organization, local school  
8 district, or private educational consultant who sponsors training programs.

9 Section 2. (1) Participation in the program shall be required for a certified and employed  
10 instructional leader.

11 (2) To fulfill the requirements of KRS 156.101, an instructional leader shall obtain the  
12 approval of the local superintendent or designee if selecting specific training offerings  
13 from the state-approved directory or if attending education-related conferences.

14 (3) (a) Until June 30, 2006, every two (2) years, a local school district shall send a  
15 verification statement to the Kentucky Department of Education and the Education  
16 Professional Standards Board, recording the names of all instructional leaders, their  
17 position titles, their Social Security numbers, the dates they entered the two (2) year  
18 cycle, and the number of hours of training obtained during the two (2) year cycle.

19 (b) Beginning July 1, 2006, a local district shall keep on file documentation of  
20 compliance with KRS 156.101 (4) for each instructional leader employed by the school  
21 district, including a copy of all training certificates. Beginning August 30, 2007 and by  
22 August 30 each year thereafter, the local school district shall report to the Kentucky  
23 Department of Education the name of any instructional leader who fails to complete the

twenty-one (21) hours of training required under KRS 156.101, the individual's position title, Social Security number, and the number of hours which were completed.

(4) All [~~participant verification statements and~~] certificates shall be kept on file for three ~~(3)~~ [~~six (6)~~] years by each local district for each participant. If a participant becomes employed by another district, the original file shall be sent to the instructional leader and a duplicate copy to the new employing district.

Section 3. (1) Instructional leaders shall participate in a training program designed to improve and maintain the quality and effectiveness of instructional leadership in the public schools of the Commonwealth. Agencies, institutions, education cooperatives, local school districts, and private educational consultants who qualify as training providers, may be approved by the Kentucky Department of Education to design, implement, and evaluate the training. Specific training approved within the program by the Department of Education shall be:

(a) Intensive and designed specifically for instructional leaders. Participation shall occur during the contract period including extended employment, if applicable. Training shall be scheduled so as to minimize disruption of the instructional program of the district;

(b) Competency-based, specifying the instructional leadership competencies to be mastered by participants. Competencies shall have applicability for improving the effectiveness of the instructional leader or may be role-specific. The design of the activities shall consider the participant's stage of professional development;

(c) Comprehensive in nature and shall meet identified needs based upon the personnel evaluation, the individual professional growth plan, and self-assessments of the instructional leaders; and

(d) Evaluated for approval in terms of program content, instructional processes, and impact upon participants.

(2) (a) An instructional leader may count attendance at education conferences up to six (6) [twelve (12)] hours of credit each school year [per training cycle]. An instructional leader shall provide verification of attendance at education conferences to be filed with the local school district.

(b) An instructional leader shall receive three (3) participant hours credit for duties performed by serving on one beginning teacher committee established under KRS 161.030 (6), and the instructional leader shall receive a maximum six (6) hours if the individual serves on more than one committee.

(3) (a) Until June 30, 2006, an instructional leader whose effective date of employment is within the second half of a school year [eyele] shall complete a prorated requirement of twenty-one (21) hours of leadership training.

(b) If an instructional leader is employed for one hundred (100) days in the same position during a school year, the individual shall complete the required training.

(4) [At the end of the two (2) year cycle] A participant's verification of attendance at approved Effective Instructional Leadership Training sessions and programs and copies of program certificates shall be recorded with the professional development coordinator of the instructional leader's school district no later than June 30 each year.

(5) Excess hours, not to exceed twelve (12) earned by a participant during the thirty (30) day period of June 1 through June 30 [at the end of a two (2) year cycle], may be [carried forward to the next two (2) year cycle and] credited toward required hours for the next school year [that cycle].

Section 4. The training program content shall consist of specific competencies identified in the Standards and Indicators for School Improvement established in 703 KAR 5:120.

Section 5. The training provider shall:

(1) Develop programs that meet all the criteria identified in Sections 3 and 4 of this administrative regulation;

(2) Select program faculty who have adequate, pertinent training and education, appropriate experience, and the ability to instruct effectively;

(3) Meet identified needs consistent with those listed in the Standards and Indicators for School Improvement established in 703 KAR 5:120;

~~(4) [Identify in all informational literature the two (2) year cycle for which approval is granted, the specific category of instructional leader for which training is approved, the stage of participant development for which the activity is designed and the approval number assigned by the Department of Education;~~

~~(5)]~~ Conduct training as set forth in its proposal and as approved by the Kentucky Department of Education;

~~(5) [(6)]~~ Award a participant a certificate [certificates] of attendance that includes the provider's approval number and the number of hours completed; and

~~(6) [(7)]~~ Evaluate the training in terms of its content, instructional processes, impact upon the professional behavior of participants, and improved student learning.

Section 6. (1) The Department of Education shall approve training activities and providers, and maintain and communicate a directory of approved activities and providers.

(2) The Department of Education may revoke the approval of any training program not in compliance with this administrative regulation and may delete the program.

Section 7. (1) Approval of a training program shall be granted for a period of one year ~~[up to two (2) consecutive years. Continuation of approval of a training program for another two (2) year period may be granted upon receipt of a statement of request to the Department of Education from the provider].~~

(2) Approval as a provider shall be based upon:

(a) Submission of a provider's training program proposal to the Department of Education at least thirty (30) days prior to the initial presentation of the training activity; and

(b) Content consistent with the Standards and Indicators for School Improvement established in 703 KAR 5:120.

This is to certify that the chief state school officer has reviewed and recommended this administrative regulation prior to its adoption by the Kentucky Board of Education, as required by KRS 156.070(4).

\_\_\_\_\_  
(Date)

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Gene Wilhoit  
Commissioner of Education

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(Date)

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Keith Travis, Chairperson  
Kentucky Board of Education

PUBLIC HEARING AND PUBLIC COMMENT PERIOD: A public hearing on this proposed administrative regulation shall be held on November 22, 2005, at 10:00 a.m. in the State Board Room, 1<sup>st</sup> Floor, Capital Plaza Tower, 500 Mero Street, Frankfort, Kentucky. Individuals interested in being heard at this meeting shall notify this agency in writing five working days prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted until December 1, 2005. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to Kevin M. Noland, Deputy Commissioner and General Counsel, Bureau of Operations and Support Services, Kentucky Department of Education, 500 Mero Street, First Floor, Capital Plaza Tower, Frankfort, Kentucky, 40601, phone 502/564-4474, fax 502/564-9321.